



Washington State Department of
Early Learning

ECEAP/Comprehensive Pre-K Specialist—2 Positions (CTED Specialist 3)

“Every day, we are honored to take action that inspires the world to discover, love and nurture the greatness in all children.”

HR@del.wa.gov
360.725.4922

www.del.wa.gov

February 10, 2009

AGENCY PROFILE

The Department of Early Learning (DEL) came into existence July 1, 2006. We at DEL work every day to help Washington’s children get ready for school and life. We know parents are children’s first and most important teachers, so DEL is committed to providing parents with the early learning information, services and support they want and need.

Kids’ Potential, Our Purpose.

ROLE

The Department of Early Learning currently has two (2) Early Childhood Education Assistance Program (ECEAP)/Comprehensive Pre-K Specialist (CTED Specialist 3) positions available. ECEAP Specialists develop and interpret ECEAP Performance Standards and policies; monitor contracts; conduct contractor program reviews; provide consultation, training, and technical assistance to ECEAP contractors; lead and participate in special projects, and support DEL projects related to ECEAP. Located in Olympia, Washington, these positions reports to the ECEAP Program Administrator.

COMPENSATION

The annual salary range for the ECEAP/Comprehensive Pre-K Specialist position is \$49,368 to \$64,740, depending on qualifications and experience. Washington State offers a solid benefits package that includes a state retirement plan, deferred compensation, paid holidays, paid vacation and sick leave, a full array of health, dental, life and long-term disability insurance coverage, and other optional benefit programs.

This position is covered by a Collective Bargaining Agreement with the Washington Federation of State Employees (WFSE) which contains a “union security” provision. This means that, as a condition of employment, you must either join the union and pay union dues or pay the union a representation or other fee within 30 days of the date you are put into pay status.

DESIRABLE QUALIFICATIONS

The Department of Early Learning is most interested in candidates who meet the following qualifications:

- A bachelor's or higher degree in child development, early childhood education, education, human development, health education, human services, family support, social work, mental or behavioral health, psychology, public health, nursing, or a closely related field.
- Four or more years of experience providing supervision, planning, policy analysis, monitoring, consultation, inter-agency coordination, training, or technical assistance in early learning, family support, health, or comprehensive pre-kindergarten program design or management.
- Expertise in and knowledge of current research, practices, and resources in two or more of the following areas: pre-kindergarten programming, comprehensive services for low-income children and families, early childhood education, children with special needs, parent involvement, family support, health, nutrition, mental health and behavior, child care licensing, early learning professional development, operation of early learning programs, and early learning and family outcomes.
- Professional experience and demonstrated skill in monitoring early learning programs, observing children and classrooms, providing objective analysis, and interpreting and applying performance standards.
- Excellent written and oral communication skills. Computer proficiency (Word and Excel).
- Availability to travel outside of the state office, frequently, up to a week at a time.
- Knowledge of and experience in direct delivery of comprehensive pre-kindergarten programs such as ECEAP or Head Start.

APPLICATION PROCEDURE

Interested candidates may apply by submitting the following information:

- A letter of interest addressing each of the elements of the *Desirable Qualifications*, in the order they are listed above;
- A current resume that includes employment, supervisor contact information, and salary history and education; and
- The voluntary Applicant Profile Form. Information gathered will be used for statistical purposes only and will be kept confidential.

Submit application materials by email to: HR@del.wa.gov

If e-mail is not possible, mail application packet to:

Washington State Department of Early Learning, Human Resources Office

PO Box 40970

Olympia, WA 98504-0970

FAX to 360/407-1437

Candidate evaluation will be ongoing and it will be to the applicant's advantage to submit materials as soon as possible. Applications received after March 6, 2009 may not be considered.

The Department of Early Learning is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please call 360.725.4922 or fax 360.407.1437.



State of Washington
Department of Personnel
APPLICANT PROFILE DATA FORM

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential and will be available *only* to authorized personnel. Please review the Affirmative Action definitions below.

Name: _____

Date: _____

Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Ethnicity		
Are you of Hispanic Origin? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Race Information (Check All That Apply)		
<input type="checkbox"/> American Indian or Alaskan Native - A person with origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.		
<input type="checkbox"/> Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.		
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.		
<input type="checkbox"/> Black/African-American (Who is not Hispanic) - A person with origins in any of the Black racial groups of Africa.		
<input type="checkbox"/> White/Caucasian		<input type="checkbox"/> Some Other Race (Optional)
Disability Information		
Disability Definition		
For affirmative action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy, or surgical means.		
Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, or learning?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Veteran Information

For the purpose of determining seniority for granting preference during layoffs and subsequent re-employment, any person who has one or more years of active military service in any branch of the armed forces of the United States or who has less than one year's service and is discharged with a disability incurred in the line of duty or is discharged at the convenience of the government and who, upon termination of such service, has received an honorable discharge, a discharge for physical reasons with an honorable record, or a release from active military service with evidence of service other than that for which an undesirable, bad conduct, or dishonorable discharge is given: Provided, that for the purposes of this section "veteran" does not include any person who has: (1) Twenty or more years active military service, and whose retirement is designated by the armed forces of the United States as "voluntary" as evidenced by the DD Form 214 or other official military records; and (2) Whose military retirement pay is in excess of five hundred dollars per month.

If you are a veteran or a surviving spouse of a veteran of active service in the armed forces of the United States, please provide a copy of the military discharge paper (DD214) or (NGB Form 22). Military credit given based on this document.

Vietnam-era Veteran Definition

A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961*, and May 7, 1975, and was discharged or released with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of the active duty was performed between August 5, 1964, and May 7, 1975. (*Service between February 28, 1961, and August 5, 1964, must have been performed within the Republic of Vietnam in order to qualify.)

Check the appropriate box(es) below:

- ☐ Non/unspecified Veteran Status.
- ☐ Vietnam-era Veteran.
- ☐ Non Vietnam-era Veteran.
- ☐ Separated or Retired Veteran earning less than \$500 month.
- ☐ Separated or Retired Veteran earning more than \$500 month.
- ☐ Separated or Retired Disabled Veteran earning less than \$500 month.
- ☐ Separated or Retired Disabled Veteran earning more than \$500 month.
- ☐ Discharged with a duty-related disability and less than 1 year of service.
- ☐ Honorably Discharged with 1 year + of service receiving less than \$500 month.
- ☐ Surviving spouse of a veteran.

Branch of Military

☐ Air Force ☐ Army ☐ Marine Corp ☐ Navy ☐ National Guard ☐ Coast Guard

Disabled Veteran Definition

A person who is entitled to compensation under laws administered by the U.S. Department of Veteran Affairs for disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veteran's Affairs to have a serious employment handicap, or (C) a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty. Applicant must provide a letter from the Department of Veteran's Affairs Secretary confirming employment handicap as it relates to item (B).

If you are a disabled veteran, state your percent (%) of disability _____ %

The Public Records Act, RCW 42.17.250, et. seq., requires disclosure of public records unless they are exempt. If requested, non-exempt public records in the possession of the Department of Personnel will be released. Exempt records will be withheld from public disclosure or exempt portions of records will be redacted from records prior to release.